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**FISCAL YEAR 2012  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #24**

**TO:** Family Day Care Home Sponsors

**FROM:** Kyle L. Guerrant, Director   
Office of School Support Services

**DATE:** August 30, 2012

**SUBJECT: Fiscal Year 2013 Provider Application Procedures**

Each year the Family Day Care Home (FDCH) sponsor must submit to the Michigan Department of Education (MDE) an application or renewal materials for each day care home along with timely information concerning the eligibility status of the day care home's license or unlicensed provider's enrollment. Submission of the information is through the Michigan Electronic Grants System Plus (MEGS+). Use the procedures below to submit day care home applications for approval.

**Step 1: Review Provider File for Required Documents**

The following items must be on file with the sponsor for each provider that will be participating in the Child and Adult Care Food Program (CACFP) during Fiscal Year (FY) 2013:

- Home Application approved by the sponsor
- Provider/Sponsor Agreement signed by both the provider and sponsor
- Verification of the provider's day care registration/license or enrollment as an unlicensed provider
- Documentation that the provider was trained by the sponsor prior to initial CACFP participation, and at least annually thereafter, in accordance with 7 CFR 226.16 (d)
- When applicable, documentation to support Tier 1 eligibility

**Step 2: Open the FY 2013 FDCH Sponsor Application in MEGS+**

- For FDCH sponsors who must submit a full application for FY 2013 **(Mid-Michigan Child Care Centers)**, the provider site data for each active site in FY 2012 will carry forward to the provider site page in FY 2013. This action will occur when the sponsor initially opens the FY 2013 FDCH sponsor application in MEGS+. The provider site status will change from active in FY 2012 to inactive for FY 2013.

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- For FDCH sponsors who are not required to submit a full application for FY 2013 **(Association for Child Development and Kent Regional 4 C)** the provider site data for each active site in FY 2012 will carry forward to the provider site page in FY 2013. The provider site status will remain active from FY 2012 through FY 2013.

**Step 3: Review or activate each provider site application for FY 2013**

- Review the provider site data carried forward from FY 2012
- When applicable, update items such as the license/registration expiration date, meal times, meal types, etc.
- Add the name of the provider in #9 if it is not listed in #2
- Check box to the statement, "I certify that the above data is complete and correct" at the end of the site questions
- Submit the provider application by pressing the SUBMIT button at the bottom of the page

**Step 4: Add new providers**

Any provider not active in MEGS+ with the current sponsor for FY 2012 is considered a new provider. Providers that change sponsors or change license numbers are considered new providers.

- Add the provider site data in MEGS+
- Press SUBMIT

**Approval Dates**

- New Providers: The approval date will be October 1, 2012, for all new FY 2013 applications submitted on or before October 1, 2012. New FY 2013 applications submitted after October 1, 2012, are approved as of the date the application is submitted via MEGS+.
- Renewing Providers: The approval date will be October 1, 2012, for all renewal FY 2013 applications submitted on or before November 30, 2012.

**FY 2012 and 2013 Approval for Providers Added in MEGS+ after the Rollover**

The provider site data from FY 2012 cannot carry forward (rollover) to FY 2013 because the data was not available at the time the sponsor initiated the FY 2013 sponsor application. Therefore, the provider application data will need to be entered and submitted for both fiscal years.

- Add the provider site data in the FY 2012 application
- Press SUBMIT (this is the approval date for FY 2012)
- Add the provider site data in the FY 2013 application
- Press SUBMIT

**Throughout the Fiscal Year in MEGS+**

- Update all changes to the provider's home application such as meal types, meal times, etc.
- Monitor the provider's registration/licensing/enrollment status and update, if necessary
- Change the activity status to inactive when a license closes or the provider no longer participates

If you have any questions regarding the provider application process, you may contact the Child and Adult Care Food Program at (517) 373-7391.